



## Pesticide License Recertification Requirements

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*All pesticide licensees must fulfill recertification requirements with the Washington State Department of Agriculture (WSDA) every five years in order to maintain their pesticide license. This fact sheet provides valuable information on meeting recertification requirements.*

**Note:** *Although recertification periods run five years, licenses must be annually renewed.*

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### ***How Do I Fulfill Recertification Requirements?***

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*There are two methods of meeting recertification requirements. One or the other must be accomplished every five years in order to maintain your pesticide license.*

#### **METHOD 1: ACCUMULATING THE APPROPRIATE NUMBER OF CREDITS**

##### **Private Applicators**

- 20 hours of WSDA-approved recertification every five years
- Maximum of 8 hours of approved credit towards official record each calendar year

##### **All Other License Types**

- 40 hours of WSDA-approved recertification every five years
- Maximum of 15 hours of approved credit towards official record each calendar year

#### **METHOD 2: RETESTING**

At the end of your 5-year recertification period, you may reexamine in each category that you wish to remain licensed in.

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### ***How Do I Know When My 5-Year Recertification Period Begins and Ends?***

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*The year after you get your first license will be the first year of your 5-year recertification period. Any credits you earn during the year you get your license will be added to your credit total. **It is important to keep a record of these courses because they will not appear on your annual credit report.** After you successfully finish your first 5-year period, you will immediately begin a new 5-year period. For example, a **NEW** license obtained May 1, 2002 will have a recertification period running from January 1, 2003 to December 31, 2007. Any credits earned on or after May 1, 2002 will apply toward your credit total. If you successfully recertify, a new 5-year period will begin on January 1, 2008.*

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## ***Who Offers Recertification Courses?***

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WSDA-approved recertification courses include a wide variety of pest management or pesticide-related educational activities ranging from Washington State University (WSU) sponsored pesticide recertification programs to those sponsored by pesticide dealers, user and other professional organizations and employers. In addition, relevant college courses (with evidence of a passing grade) are granted recertification credit. For a course to be accredited, the agenda must be approved by WSDA prior to the program. Only topics relevant to pest management or pesticides will receive credit.

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## ***How Do I Find Out About Current Recertification Courses?***

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Go to WSDA's Web site at <http://agr.wa.gov/pmd> for a listing of approved recertification courses. You can find information on courses offered by Washington State University's (WSU) pesticide education program, including one-hour, on-line courses, at <http://pep.wsu.edu>. In addition, WSU mails current licensees an annual Recertification Shortcourses bulletin. You can also check with your local WSU county extension agent, pesticide dealer(s) and salesperson, with any professional organizations you belong to, with your employer and with other pesticide licensees. Once you begin attending courses, you probably will find more than enough courses to attend. If not, please contact Pesticide Licensing.

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## ***How Do I Receive Credit When Attending a WSDA Accredited Course?***

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To obtain credit for a course you attend, you must sign the **WSDA-supplied** attendance form while at the course. When the certificate form is used, be sure to get it stamped by a course monitor following each session you attend. Because the sign-up procedures vary from course to course, it is your responsibility to have your attendance properly recorded. Print your name on the course roster **EXACTLY** as listed on your pesticide license. Complete all of the other required information. If you do not sign the **WSDA-supplied** attendance form, you will not receive credit for the course.

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## ***How Do I Know How Many Recertification Credits I Have?***

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As long as you keep your license current, you will receive an annual report of your recertification credit status with your license renewal. **The best way to know how many credits you have is to keep a personal record of the courses you attend.** This is especially important the last year of your recertification period because your annual report will not contain a complete listing of these credits. For your convenience, a recordkeeping card is attached to your pesticide license. All WSDA attendance forms list the course title/ID no. and the no. of credits.

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## ***How Do I Get More Information From WSDA?***

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If you have a question on pesticide licenses or the recertification program or **to report an address change**, contact Pesticide Licensing at 1-877-301-4555 or by e-mail at [license@agr.wa.gov](mailto:license@agr.wa.gov). If you have a question on pesticide law, please call the Compliance Branch at 1-877-301-4555. The fax number for Olympia's Pesticide Management Division is (360) 902-2093.